



Let Us Run to the Bank for You!!!

DIRECT DEPOSIT, the greatest payday convenience since the paycheck. It enables the District to deposit your pay directly and automatically to your bank account every payday. No more lunch hour dashes to the bank. No more delays in depositing your check when you're sick or out of town. No more worries about loss, theft, or forgery. **DIRECT DEPOSIT** assures that your paycheck is where it will do you the most good: right in your bank account.

With **DIRECT DEPOSIT** instead of a paper check you will receive a payslip which shows your gross pay, deductions and take home pay. This is your receipt, proving that your pay has been sent to your bank account. And it allows you to keep a detailed record of your finances. Sign up for **DIRECT DEPOSIT** today, and *let us run to the bank for you!*

The authorization form, which is provided on the reverse side, gives your employer and your financial institution authority to deposit your pay to your account. Simply complete the form in order to take advantage of the new service. **THIS SERVICE IS FREE!**

All you need to do is:

1. Fill in the requested information.
2. Attach a voided check for verification of all financial institution information.
3. Return the completed and signed form along with **VOIDED** check.



*****SEE REVERSE SIDE*****

Direct Deposit Authorization Agreement

I, _____, SS# _____,
(please print)

hereby authorize Beeville ISD at 2400 N. St. Mary's, Beeville, Texas, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

Please consider this your authorization to deposit payroll proceeds into my checking/savings account as listed below:

Bank Name: _____ Bank Routing/Transit No.: _____

City, State: _____

Account Name: _____

Account Number: _____ Please circle one: Checking or Savings

Account Address: _____

This authority is to remain in full force and effect until Beeville ISD has received written notification from me of its termination in such time and in such manner as to afford the DISTRICT and the DEPOSITORY a reasonable opportunity to act on it. Failure to do so could result in a delay of payment. A final paycheck will not be direct deposited if the employee is receiving a payoff.

Authorized Signature: _____ Date: _____
(Must be authorized signatory on the account)

ATTACH A VOIDED CHECK TO THIS AUTHORIZATION: